

Chapter 2
Superior
Accomplishment
Awards

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SUPERIOR ACCOMPLISHMENT AWARDS

GENERAL INFORMATION

1. Superior Accomplishment Awards are identified as Special Act or Service Awards, On-the-Spot Cash Awards, Cash Awards for Professional Engineer Registration (On-the-Spot), Time-Off Awards, Team Awards (Monetary and Non-Monetary). For complete information on these awards see Appendices A through F.
2. The following is a brief description of each of these awards:
 - a. **Special Act or Service** - This is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside job responsibilities. The amount of the award can range from \$25 to \$25,000 and is determined by using the cash award criteria tables for tangible and intangible benefits. (Tables for determining the amount of award are included with nomination instructions at Appendix A of this Chapter.)
 - b. **On-the-Spot Cash Awards** - This award is a cash award ranging from \$50 to \$500. It is intended for instant recognition, and therefore should be processed expeditiously. See Appendix B for further information.
 - c. **Cash Award for Profession Engineer Registration (On-the-Spot)** - Our higher headquarters encourages the use of on-the-spot cash awards for those individuals attaining professional registration, and has issued special guidelines for consideration. These guidelines are contained in Appendix C.
 - d. **Time-Off Awards** - Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements contributing to the Army's mission. No more than 40 hours is allowed for a single contribution. Awards of up to one day may be approved by the immediate supervisor with no higher level approval required. Complete information is at Appendix D.

Under no circumstances will Time-Off Awards be converted to cash. Employees must use the Time-Off Award within 1 year or forfeit the award. The effective date is the same as that on the Notification of Personnel Action (NPA) that documents the award.

- e. **Monetary Team Award** - This award was established to promote team cooperation and partnering among employees and customers. Nominations for this monetary award shall be solicited and accepted once each calendar year, for the preceding calendar year, with award presentations made during the annual Corps Day ceremonies. The award amount will be based upon the contributions of the team members.
- e. **Non-Monetary Team Award** - This award was established to promote team cooperation and partnering among employees, customers, contractors, volunteers, etc. Nominations for this award shall be solicited and accepted once each calendar year for the preceding fiscal year, with award presentations made in December. Certificates will be presented to the recipients of this award.